

Title 10: Education Institutions and Agencies
Part 501: Statewide Longitudinal Data System Governing Board Rules & Regulations
Part 501 Chapter 7: REPORTS

Rule 7.2: AD HOC REQUESTS AND REPORTS. Data from LifeTracks shall be used to address requests that require data from multiple data contributors, and requests that are longitudinal in nature requiring data at different points in time along the education and workforce pathway. For longitudinal studies, requests can be categorized as one of three types of studies:

- A. Trend studies,
- B. Cohort studies, and
- C. Panel studies.

Trend studies are those requests that examine a given characteristic(s) of some group over time. Cohort studies are those requests that examine or study some specific sub-population (cohort) over time. Panel studies are those requests that examine how the same members of a group progress along the education and workforce pathway. Trend, cohort, and panel studies will provide a true mechanism to evaluate the impact of policies, programs, and initiatives on education, workforce, and economic outcomes in the state to inform the development of strategic planning.

Requests for reports involving data within a single state agency/entity shall be referred to the relevant state agency/entity.

All requests for studies, reports, or information deemed suitable for LifeTracks shall be classified into one of two review types for processing: Standard Review or Expedited Review.

- A. Standard Review is required for all requests for traditional/basic research studies where a research question or set of research questions is posed that is not subject to predefined or statutorily mandated methodology or reporting requirements. Standard Review is appropriate for requests that require the development of a research design that examines relationships using scientific techniques such as regression analysis or multilevel modeling and where the research design is guided by a conceptual or theoretical framework drawing upon current scholarly research published in peer-reviewed journals and technical reports. All requests for reports or information falling within the Standard Review category are reviewed by all members of the Research Review and Standards Committee.

The eligibility criteria for Standard Review is as follows. All requests for studies, reports, or information wherein a research question or set of research questions is posed and the methodology or parameters of the request are not statutorily defined, specified by rules or regulations, or otherwise clearly specified by the requestor and require the development of a research design that examines relationships using scientific techniques (e.g., regression analysis or multilevel modeling) shall be subject to the Standard Review process.

Standard Review requests shall require:

1. Review of the request feasibility report by each member of the Research Review and Standards Committee
2. Completion of the Research Review and Standards Committee review form by each committee member
3. Request authorization or denial from the Research Review and Standards Committee to the third-party contractor
4. Review of and provision of feedback on draft report by all Research Review and Standards Committee members
5. Authorization of final report by Research Review and Standards Committee chair

The Research Review and Standards Committee shall review the request feasibility report as provided by the third-party contractor and may, at the Research Review and Standards Committee's discretion, seek appropriate input from the identified data contributor(s).

The Research Review and Standards Committee will have ten (10) business days from the receipt of the request feasibility report to complete its review and provide notice to proceed or not to the third-party contractor.

Should the Research Review and Standards Committee not authorize the request, the RRSC will provide written justification for the decision to the SLDS Governing Board.

Upon receipt of authorization to proceed from the Research Review and Standards Committee, the third-party contractor shall propose an estimated timeline for fulfilling the request and share the timeline with all parties involved. The third-party contractor will conduct the study and provide a draft report to the Research Review and Standards Committee.

All members of the Research Review and Standards Committee will review the draft report and provide feedback to be compiled by the Research Review and Standards Committee chair and transmitted to the third-party contractor.

The third-party contractor will address Research Review and Standards Committee feedback and refine the report as necessary and appropriate.

The review and feedback process will continue until the report is approved by the Research Review and Standards Committee.

The report is shared with the appropriate data contributors who will have an opportunity to review and formally comment on the report. The comments should be for clarification and to provide an opportunity for the data contributor to provide substantive meaning of the results that reflects the data contributor's perspective. The third-party contractor will include data contributor comments in the final report.

The final report will be transmitted to the requestor and posted online at www.lifetracks.ms.gov.

B. Requests for reports or information suitable for LifeTracks that meet the Expedited Review eligibility criteria may be classified as Expedited Review. These requests are descriptive in nature and are essentially census-type requests. Expedited Review is appropriate for requests wherein:

1. The methodology, definitions, or reporting requirements are clearly specified
2. The request includes predetermined/mandatory parameters established or provided by the requestor (e.g., Excel files, tables, or applications to be completed)
3. No report is required or requested

Requests classified for Expedited Review will be reviewed by the Research Review and Standards Committee chair or her/his designee and one or more Research Review and Standards Committee members designated by the chair. These reviewers may authorize the request or refer the request to the full Research Review and Standards Committee for consideration. If the request is referred to the full Research Review and Standards Committee, Standard Review procedures will be followed.

The third-party contractor will transmit the final product to the requestor and notify the Research Review and Standards Committee that the request is complete.

To be eligible for Expedited Review, answers to the following questions must be affirmative. If the answer to any of the questions below is "No," the request must be classified as Standard Review.

1. Are the reporting requirements predefined by the requestor?
2. Is the format for results predefined and clearly specified?

Expedited Review requests shall require:

1. Review of the request feasibility report by the Research Review and Standards Committee chair or his/her designee and one or more members of the Research Review and Standards Committee as designated by the chair
2. Completion of the Research Review and Standards Committee review form by each reviewer
3. Authorization of request or referral to full Research Review and Standards Committee and notice to the third-party contractor

The Research Review and Standards Committee shall review the request feasibility report as provided by the third-party contractor and may, at its discretion, seek appropriate input from the identified data contributor(s).

The Research Review and Standards Committee will have ten (10) business days to provide notice to proceed or notice of referral to the full Research Review and Standards Committee to the third-party contractor. Should the expedited review team refer the request to the full Research Review and Standards Committee, standard review procedures shall be followed.

Upon receipt of authorization to proceed from the Research Review and Standards Committee, the third-party contractor shall propose an estimated timeline for fulfilling the request and share the timeline with the Research Review and Standards Committee chair, specific data contributors, and the requestor.

The third-party contractor will transmit the final product to the requestor and notify the Research Review and Standards Committee that the request is complete.

Requests from the following entities will receive priority over any other requests:

- A. SLDS Governing Board Members;
- B. Governor's Office;
- C. Lt. Governor;
- D. All members of the Mississippi Legislature;
- E. Attorney General;
- F. Secretary of State;
- G. State Auditor;

H. Other state leadership as approved by the SLDS Governing Board.

Source: Miss. Code Ann. §37-154-3